



ACCOUNTS RECEIVABLE INVOICE PROCESSING

Module 3

Documents and Printing



DISPLAY DOCUMENT – FB03

This transaction is used to view posted documents.
You may also use this transaction to find document numbers for posted documents.

Document Edit Goto View System Help

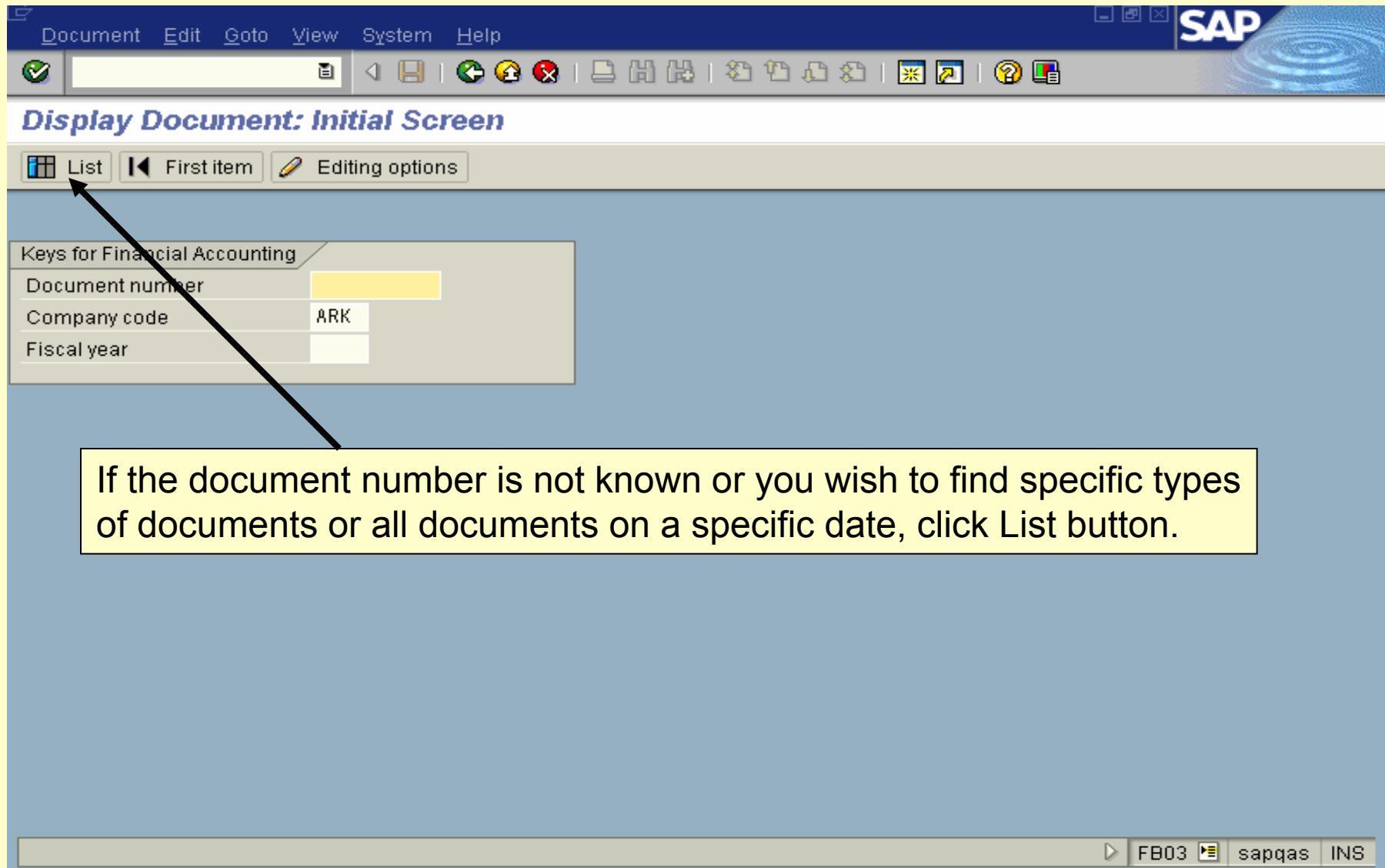
Display Document: Initial Screen

List First item Editing options

Keys for Financial Accounting	
Document number	8001134
Company code	ARK
Fiscal year	2003

Type in Document number to view,
press enter or click green check.

FB03 sapqas INS





Program Edit Goto System Help

Document List

Company code ARK to
Document number to
Fiscal year 2003 to

General selections

Document type		to	
Posting date		to	
Entry date		to	
Reference number		to	
Reference procedure		to	
Reference key		to	
Logical system		to	

Also display noted items

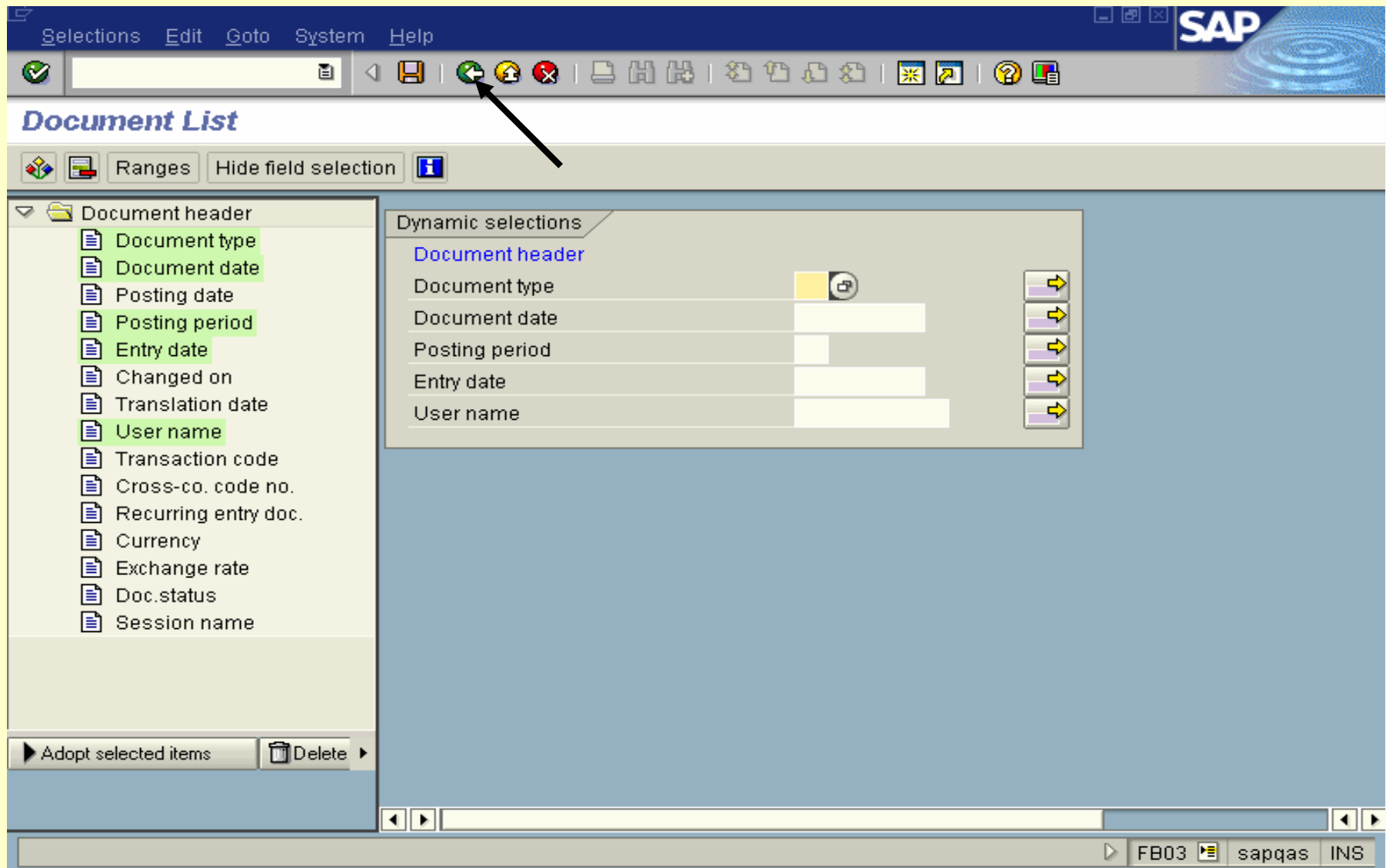
☐ Display noted items

Search for own documents

☐ Own documents only

FB03 sapqas INS

Enter criteria for the document you wish to find.



Program Edit Goto System Help

SAP

Document List

1 active

Company code ARK to

Document number to

Fiscal year 2003 to

Execute.

General selections

Field	Value	to	Value
Document type		to	
Posting date		to	
Entry date		to	
Reference number		to	
Reference procedure		to	
Reference key		to	
Logical system		to	

Also display noted items

☐ Display noted items

Search for own documents

☐ Own documents only

FB03 sapqas INS

Document Edit Goto Settings Extras Environment System Help

Document Overview

Doc.type : DR (Customer invoice) Normal document

Doc. number	18001134	Company code	ARK	Fiscal year	2003
Doc. date	03/28/2003	Posting date	03/28/2003	Period	09
Doc. currency	USD				

Itm	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	01	6000000056	Anything Goes Resta	0610		106.64		
2	50	4048003000	Sale Surplus Prop	0610	HSC6101	100.01-	383211	
3	50	2120002000	Sales Tax AP			5.13-		
4	50	2120002000	Sales Tax AP			1.00-		
5	50	2120002000	Sales Tax AP			0.50-		

Double click on a line to view individually.

FB03 sapqas INS

Document Edit Goto Extras Environment System Help

SAP

Display Document: Line Item 001

Green arrow back.

Click buttons to view each line item

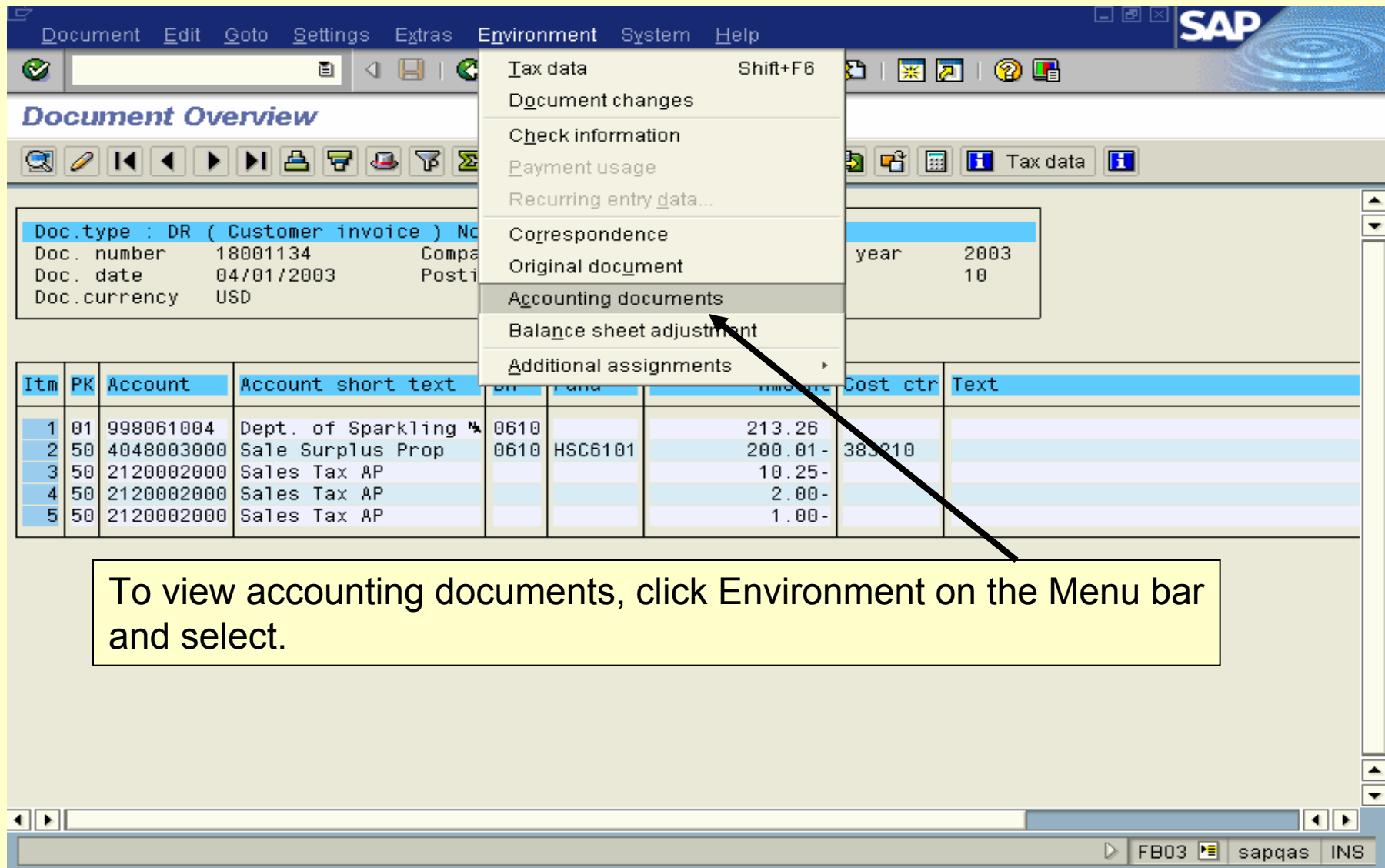
Customer: 600000056 Anything Goes Restaurant G/L acc: 1130001000
 CoCode: ARK 2222 Mardi Gras Street
 State of Arkansas LITTLE ROCK Doc. no.: 18001134

Line Item 1 / Invoice / 01
 Amount: 106.64 USD
 Tax code: S1

Additional details

Bus. area: 0610
 Disc. base: 106.64 Disc. amount: 0.00 USD
 Payt terms: NT30 Days/percent: 30 0.000 % 0 0.000 % 0
 Bline date: 03/28/2003 Invoice ref.: / / 0
 Pmnt block:
 Payment ref.:
 Dunn. block: Dunning key:
 Last dunned: 0 Dunning area:
 Assignment: 18001134

FB03 sapqas INS



The screenshot shows the SAP ARIP interface. The 'Environment' menu is open, and 'Accounting documents' is highlighted. A text box with an arrow points to this menu item, containing the following text:

To view accounting documents, click Environment on the Menu bar and select.

The background interface includes a 'Document Overview' section with the following details:

- Doc.type : DR (Customer invoice) No
- Doc. number : 18001134
- Doc. date : 04/01/2003
- Doc. currency : USD

Below this is a table with columns: Itm, PK, Account, Account short text, and Cost ctr. The table contains the following data:

Itm	PK	Account	Account short text	Cost ctr
1	01	998061004	Dept. of Sparkling	
2	50	4048003000	Sale Surplus Prop	
3	50	2120002000	Sales Tax AP	
4	50	2120002000	Sales Tax AP	
5	50	2120002000	Sales Tax AP	

The status bar at the bottom shows 'FB03', 'sapqas', and 'INS'.

Document Edit Goto Settings Extras Environment System Help

Document Overview

Choose Save Tax data

List of Documents in Accounting

Doc. type	Doc. numb	Doc. date	Doc. curre
1	01	998	
2	50	404	
3	50	212	
4	50	212	
5	50	212	

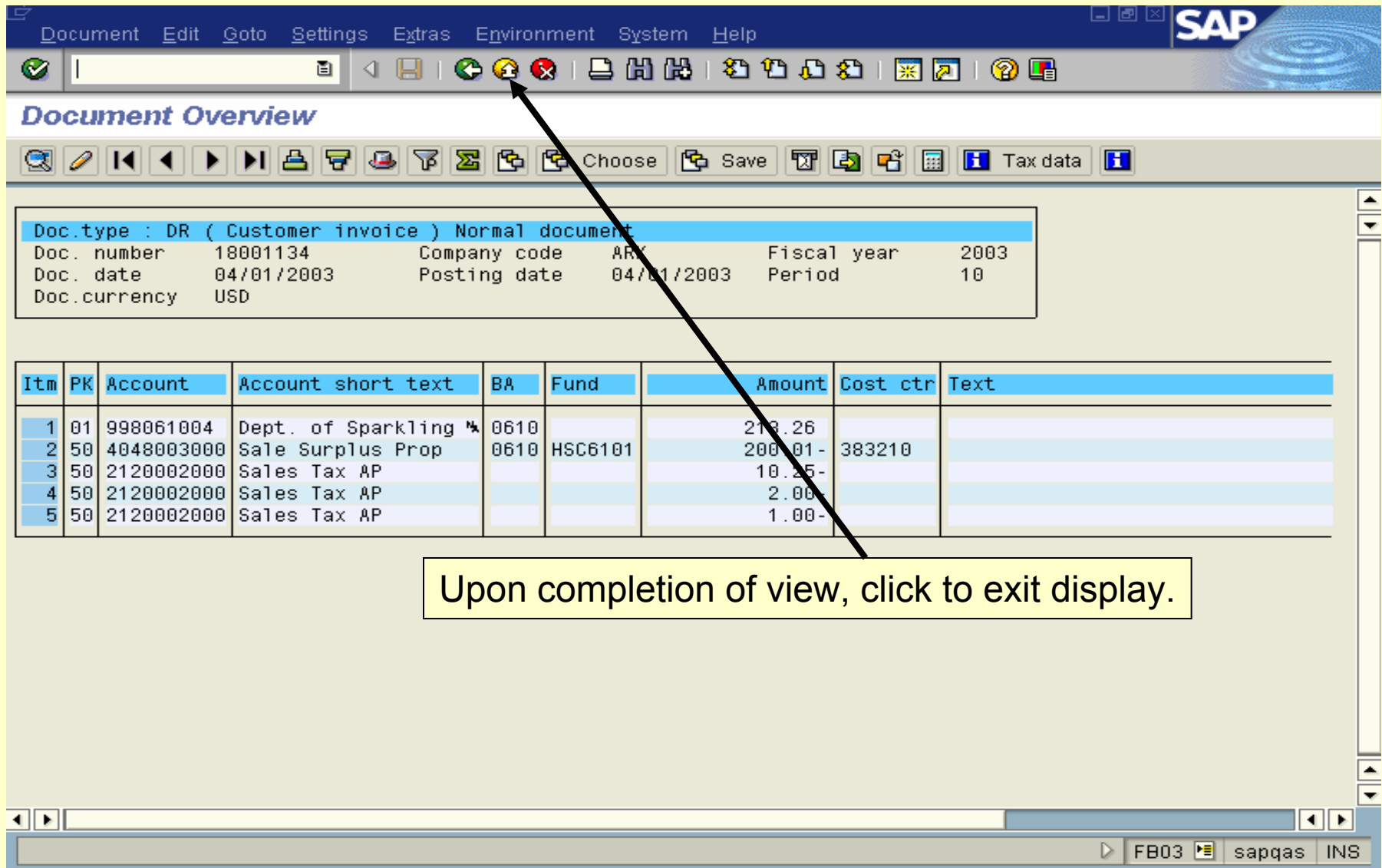
Document category	Document n	Ar
Spec. purpose ledger	1000005604	
Cost accounting doc.	100005104	
Funds Management doc	1000002684	

Amount	Cost ctr	Text
213.26		
200.01 -	383210	
10.25 -		
2.00 -		
1.00 -		

Select which you would like to view and click.

Original document

FB03 sapqas INS



The screenshot shows the SAP Document Overview screen. The menu bar includes Document, Edit, Goto, Settings, Extras, Environment, System, and Help. The toolbar contains various icons for document management. A black arrow points from a text box to the exit icon (a red circle with a white 'X') in the toolbar.

Document Overview

Doc.type : DR (Customer invoice) Normal document

Doc. number	18001134	Company code	ARIP	Fiscal year	2003
Doc. date	04/01/2003	Posting date	04/01/2003	Period	10
Doc. currency	USD				

Itm	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	01	998061004	Dept. of Sparkling W	0610		213.26		
2	50	4048003000	Sale Surplus Prop	0610	HSC6101	200.01-	383210	
3	50	2120002000	Sales Tax AP			10.25-		
4	50	2120002000	Sales Tax AP			2.00-		
5	50	2120002000	Sales Tax AP			1.00-		

Upon completion of view, click to exit display.

FB03 sapqas INS



DISPLAY DOCUMENT – FB03

This transaction can also be used to locate checks received or other posted documents using the reference field.



Document Edit Goto View System Help

SAP

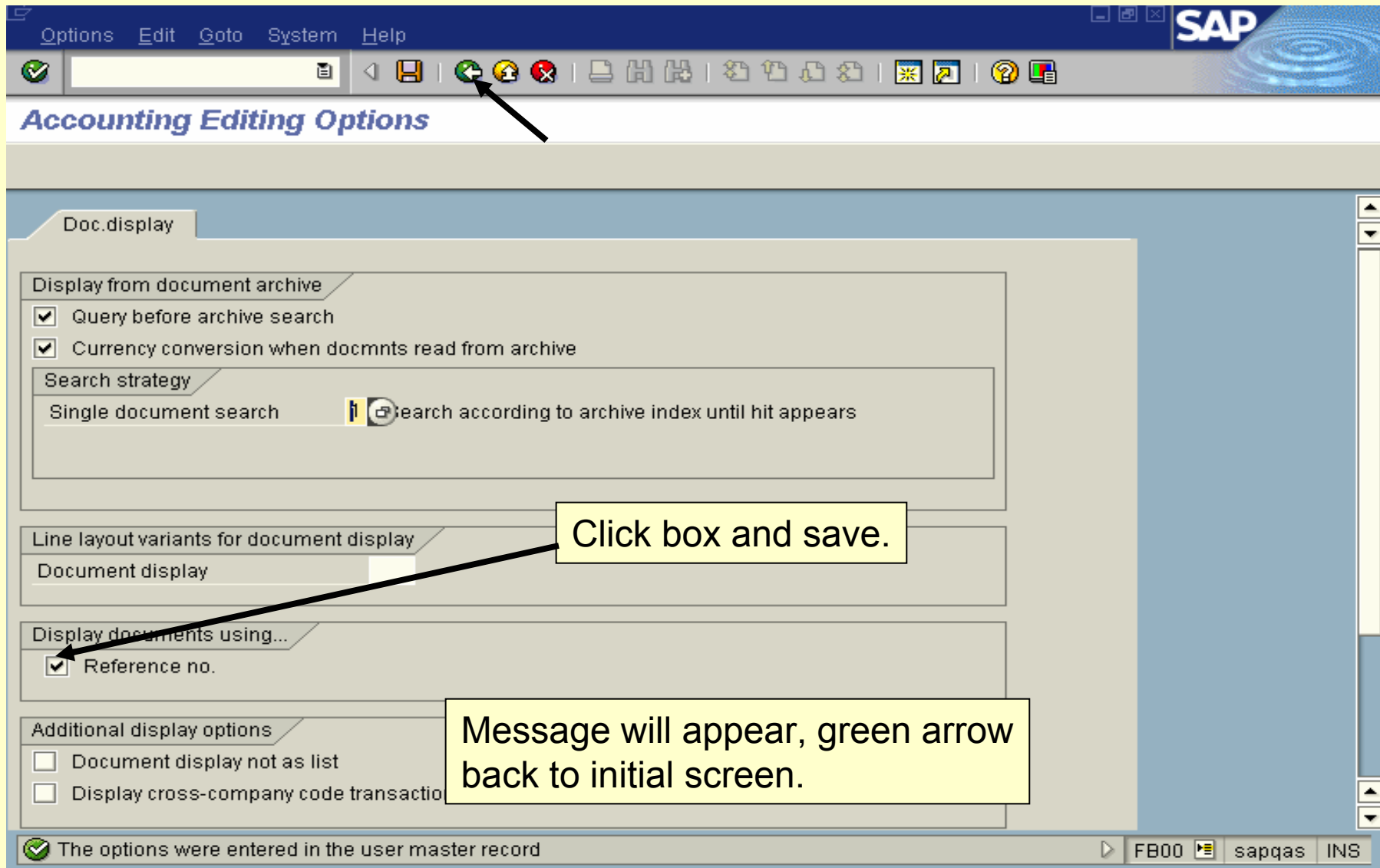
Display Document: Initial Screen

List First item Editing options

Keys for Financial Accounting

Document number	
Company code	ARK
Fiscal year	

FB03 sapqas INS



The screenshot shows the SAP Accounting Editing Options dialog box. The title bar includes 'Options', 'Edit', 'Goto', 'System', and 'Help'. The SAP logo is in the top right corner. The main title is 'Accounting Editing Options'. The 'Doc.display' tab is selected. The 'Display from document archive' section has two checked options: 'Query before archive search' and 'Currency conversion when docmnts read from archive'. The 'Search strategy' section shows 'Single document search' selected. The 'Line layout variants for document display' section has 'Document display' selected. The 'Display documents using...' section has 'Reference no.' checked. The 'Additional display options' section has two unchecked options: 'Document display not as list' and 'Display cross-company code transaction'. A status bar at the bottom shows a green checkmark and the message 'The options were entered in the user master record'. The bottom right corner shows 'FB00', 'sapqas', and 'INS'.

Accounting Editing Options

Doc.display

Display from document archive

- ☒ Query before archive search
- ☒ Currency conversion when docmnts read from archive

Search strategy

Single document search ☒ Search according to archive index until hit appears

Line layout variants for document display

Document display ☒

Display documents using...

- ☒ Reference no.

Additional display options

- ☐ Document display not as list
- ☐ Display cross-company code transaction

The options were entered in the user master record

FB00 sapqas INS

Click box and save.

Message will appear, green arrow back to initial screen.

Document Edit Goto View System Help

SAP

Display Document: Initial Screen

List First item Editing options

Keys for Financial Accounting		Document display using...	
Document number		Reference no.	#12
Company code	ARK		
Fiscal year	2002		

To locate by check number, enter the check number, press enter.

FB03 sapqas INS

SAP

Document Edit Goto Settings Extras Environment System Help

Document Overview

Doc.type : DZ (Customer payment) Normal document

Doc. number 14000110 Company code ARK Fiscal year 2003

Doc. date 04/24/2003 Posting date 04/24/2003 Period 10

Ref.doc. #12

Doc.currency USD

Doc.head.text CUSTOMER PAYMENT

Itm	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	40	1000900002	CJ P&T 0900 # 002	0900		23.00		4048025000
2	15	998061020	Dept. of Labor Stan	0900	HGA0100	23.00-	443642	4048025000

Line items posted to the ref. doc. will be displayed.

FB03 sapqas INS

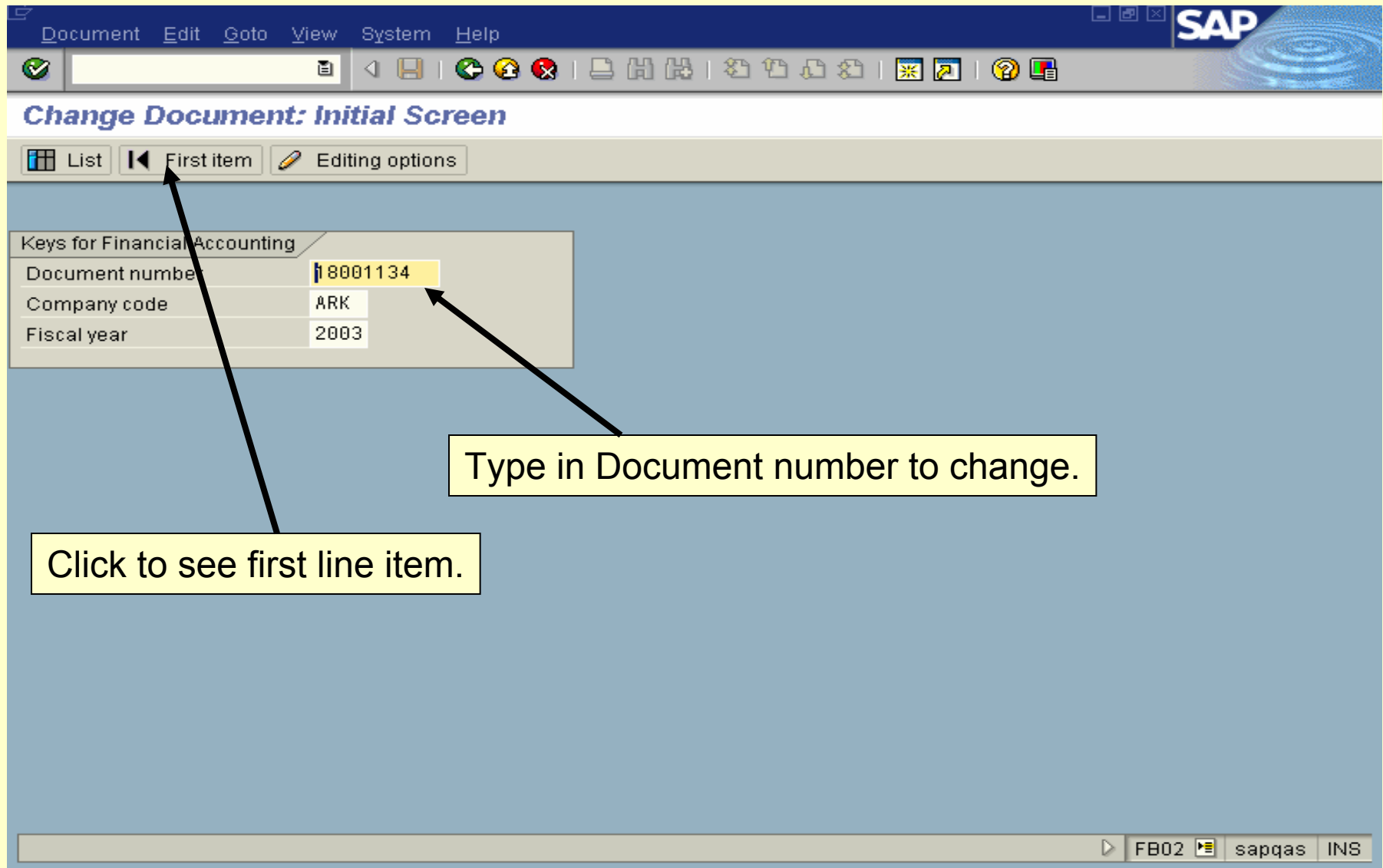


CHANGE DOCUMENT – FB02

This transaction is used to change a document.

Changes may only be made to text and assignment fields.

Accounting information cannot be changed.



The screenshot shows the SAP 'Change Document: Initial Screen' interface. At the top is a menu bar with 'Document', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area has a title bar with 'List', 'First item', and 'Editing options' buttons. A 'Keys for Financial Accounting' pop-up is visible, containing a table with the following data:

Keys for Financial Accounting	
Document number	8001134
Company code	ARK
Fiscal year	2003

Two arrows point from text boxes to the interface: one from 'Click to see first line item.' to the 'First item' button, and another from 'Type in Document number to change.' to the 'Document number' field in the keys table. The status bar at the bottom shows 'FB02', 'sapqas', and 'INS'.

Document Edit Goto Extras Environment System Help

Change Document: Line Item 001

Customer 998061004 Dept. of Sparkling Water G/L acc 1140001000
 CoCode ARK 9th Street
 State of Arkansas LITTLE ROCK Doc. no. 18001134

Line Item 1 / Invoice / 01
 Amount 213.26 USD
 Tax code S1

Additional details

Bus. area 0610
 Disc. base 213.26 Disc. amount 0.00 USD
 Payt terms NT30 Days/percent 30 %
 Bline date 04/01/2003 Invoice ref. / /
 Pmnt block
 Payment ref.
 Dunn. block Dunning key
 Last dunned Dunning area
 Assignment 18001134

Click to go to next item.

The fields available for change are in red.
 Make desired change.

FB02 sapqas INS

Document Edit Goto Extras Environment System Help

Change Document: Line Item 002

More data

G/L account 4048003000 Sale of Surplus Property
Company code ARK State of Arkansas 18001134

Line Item 2 / Credit entry / 50

Amount 200.01 USD
Tax code S1
Jurisdict. code 0411903201

Additional account assignments

Cost center 383210 Business area 0610
Fund HSC6101 Order
WBS element TP Fund
Trading part.BA More
Assignment 20030401
Text Long text

Make desired change.

FB02 sapqas INS

Click to add Header data.

Make desired change.

Document Edit Goto Extras Environment System Help

Change Document: Line Item 002

More data

Document Header: ARK Company Code

G/L account	4048	Document type	DR	Customer invoice
Company code	ARK	Doc.header text		
Line Item 2 / Credit entry		Lot no.		
Amount	200	Reference		Document date
Tax code	S1			04/01/2003
Jurisdiction code	041			Posting date
				04/01/2003
Additional account assign		Currency	USD	Posting period
Cost center	383			10 / 2003
Fund	HSC	Ref. procedure	BKPF	Accounting document
WBS element		Reference key	0018001134ARK 2003	Log. System
				D6B510PCC
Trading part.BA		Entered by	DCBOLANOS	Transaction
Assignment	200			FB70
Text		Entry date	04/01/2003	Time of entry
				09:51:36
		Changed on		Last update
		Parked by		
		Card type		
		Card no.		

Complete desired data, green check.

FB02 sapqas INS



Document Edit Goto Extras Environment System Help

SAP

Change Document: Line Item 002

Click to save changes.

G/L account 4048003000 Sale of Surplus Property
Company code ARK State of Arkansas
Doc. no. 18001134

Line Item 2 / Credit entry / 50

Amount 200.01 USD
Tax code S1
Jurisdict. code 0411903201

Additional account assignments

Cost center 383210 Business area 0610
Fund HSC6101 Order
WBS element TP Fund
Trading part.BA
Assignment 20030401
Text Long text

More data

FB02 sapqas INS



REVERSE DOCUMENT – FB08

This transaction is used to reverse a document created in error.



Document Edit Goto System Help


Reverse Document: Header Data

Display before reversal Find documents

Document no. 18001134
Company code ARK
Fiscal year 2003

Type in Document no. to reverse.

Reverse posting details

Reversal reason 
Posting date
Posting period

Type in Reversal reason or select possible entries icon for reason.

Check management specifications

Void reason code

FB08 sapqas INS

Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Find documents

Document no. 18001134
Company code ARK
Fiscal year 2003

Reverse posting details

Reversal reason ☒
Posting date
Posting period

Check management specifications

Void reason code

Reason for Reversal (1) 5 Entries found

Restrictions

Select 01 or 02 only.

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period
04	Actual reversal in closed period
05	Accrual/deferral posting

Not currently used by AASIS.

Highlight and double click reason.

5 Entries found

FB08 sapqas INS



Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Find documents

Display document before reversal F5

Document no.	18001134
Company code	ARK
Fiscal year	2003

Reverse posting details

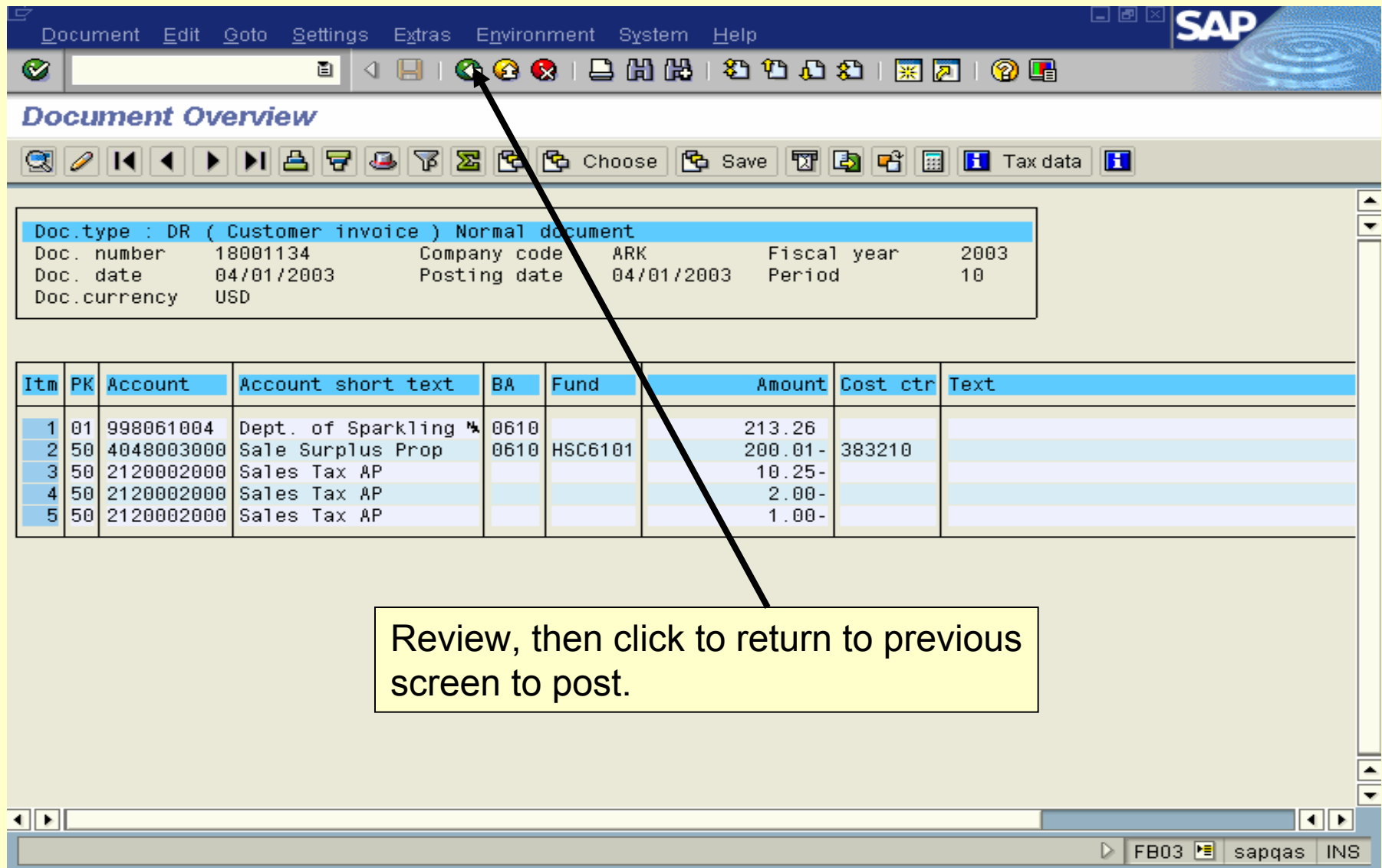
Reversal reason	01
Posting date	
Posting period	

Check management specifications

Void reason code	
------------------	--

FB08 sapqas INS

Click to review before reversal.



The screenshot shows the SAP Document Overview screen. The menu bar includes Document, Edit, Goto, Settings, Extras, Environment, System, and Help. The toolbar contains various icons, including a back arrow icon. A callout box points to this icon with the text: "Review, then click to return to previous screen to post."

Document Overview

Doc.type : DR (Customer invoice) Normal document

Doc. number	18001134	Company code	ARK	Fiscal year	2003
Doc. date	04/01/2003	Posting date	04/01/2003	Period	10
Doc. currency	USD				

Itm	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	01	998061004	Dept. of Sparkling W	0610		213.26		
2	50	4048003000	Sale Surplus Prop	0610	HSC6101	200.01-	383210	
3	50	2120002000	Sales Tax AP			10.25-		
4	50	2120002000	Sales Tax AP			2.00-		
5	50	2120002000	Sales Tax AP			1.00-		

FB03 sapqas INS



SAP

Document Edit Goto System Help

Reverse Document: Header Post Ctrl+S

Display before reversal Find documents

Document no. 18001134

Company code ARK

Fiscal year 2003

Reverse posting details

Reversal reason 01

Posting date

Posting period

Check management specifications

Void reason code

FB08 sapqas INS

Click to post.



Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Find documents

Document no.

Company code

Fiscal year

Reverse posting details

Reversal reason

Posting date

Posting period

Check management specifications

Void reason code

Document posted. Now do transaction FB03 to display posting.

Document 18001137 was posted in company code ARK

FB08 sapqas OVR

DISPLAY DOCUMENT – FB03

SAP

Document Edit Goto Settings Extras Environment System Help

Document Overview

Doc.type : DR (Customer invoice) Normal document

Doc. number	18001137	Company code	ARK	Fiscal year	2003
Doc. date	04/01/2003	Posting date	04/01/2003	Period	10
Doc. currency	USD	Rev.doc. for	18001134	/	2003

Itm	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	12	998061004	Dept. of Sparkling W	0610		213.26-		
2	40	4048003000	Sale Surplus Prop	0610	HSC6101	200.01	383210	
3	40	2120002000	Sales Tax AP			10.25		
4	40	2120002000	Sales Tax AP			2.00		
5	40	2120002000	Sales Tax AP			1.00		

Posting has been reversed.

FB03 sapqas OVR



RESET CLEARED ITEMS - FBRA

This transaction is used if a customer document that has already been cleared needs to be reversed. The cleared item must first be reset by completing this transaction before the reversal (transaction FB08) of the original document can be completed.



Clearing Edit Goto System Help

SAP

Reset Cleared Items

Accounts Items Accompanying corrsp.

Clearing document

Company code

Fiscal year

Enter Clearing document number and Fiscal year.

FBRA sapqas OVR

List Edit Goto Environment Settings System Help

SAP

Customer Line Item Display

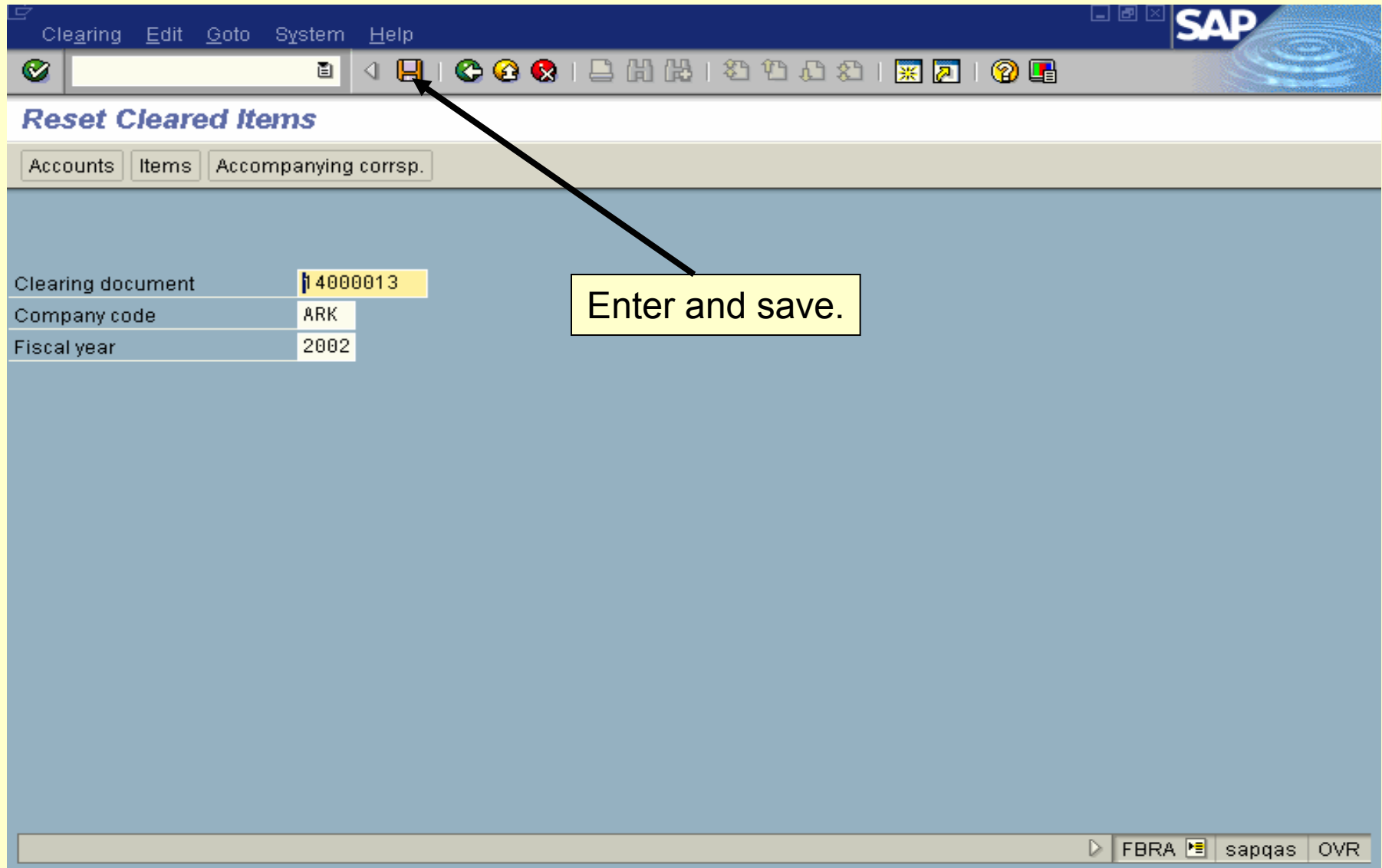
Customer 6000000001
 Company code ARK

Name Larry Leisurely
 City EUREKA SPRINGS

Locate the Clrng. doc. number.

St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc.cur.	LCurr	Clrng doc	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000018	DR	05/05/2002			29.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000019	DR	05/05/2002			29.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1800002	DZ	03/31/2002			29.00-	USD		4031090000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000371	DR	06/01/2002			89.50	USD		Agency Accounts Re
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000744	DR	07/03/2002			8.73	USD		
*	<input checked="" type="checkbox"/>						185.23	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01000293	AB	04/23/2003			29.00	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01000293	AB	04/23/2003			29.00-	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01000293	AB	04/23/2003			29.00	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01000293	AB	04/23/2003			29.00-	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14000013	DZ	06/30/2002			5,000.00-	USD	14000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000339	DR	04/29/2002			5,000.00	USD	14000013	Testing data

FBL5N sapqas INS



Clearing Edit Goto System Help

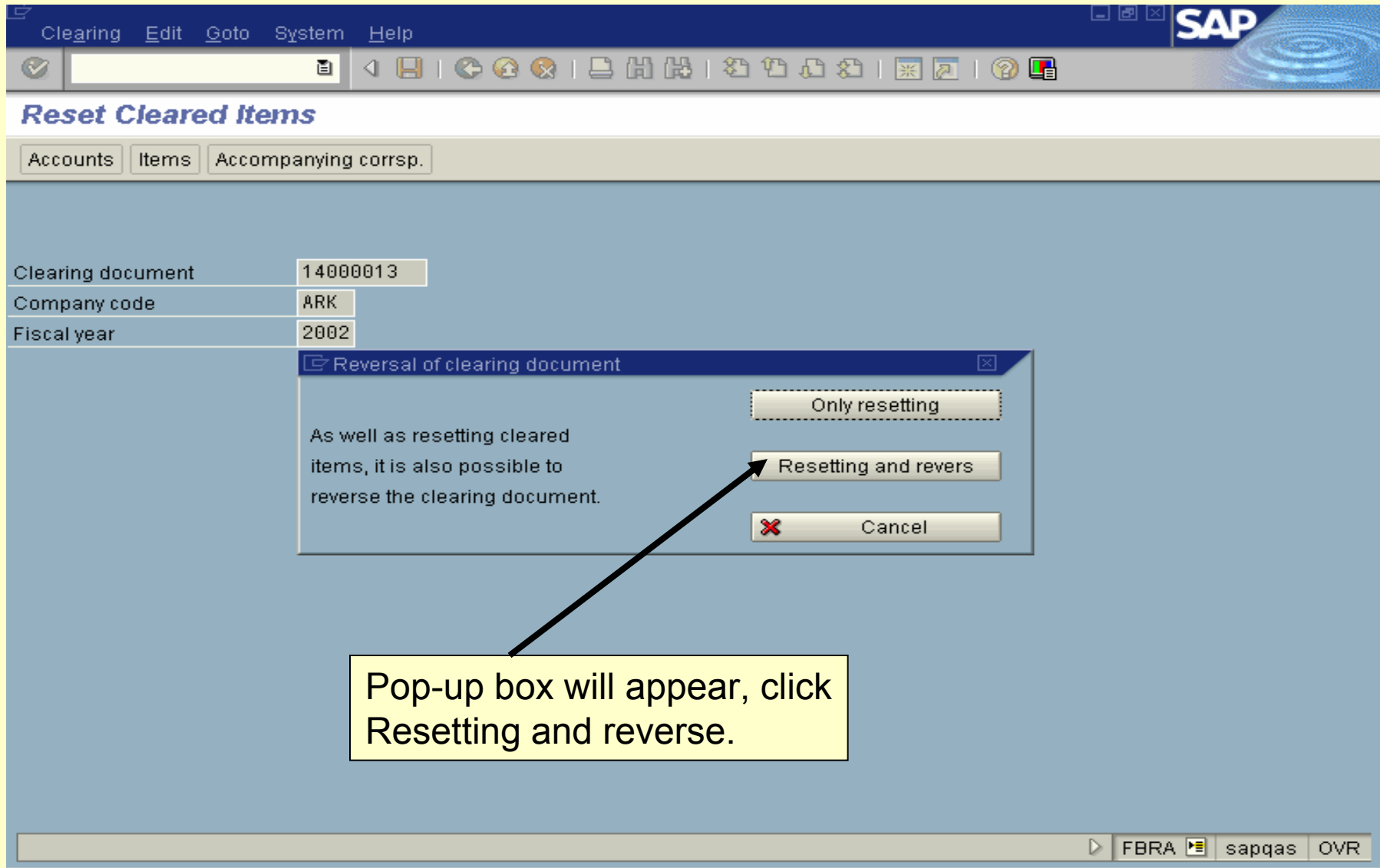
Reset Cleared Items

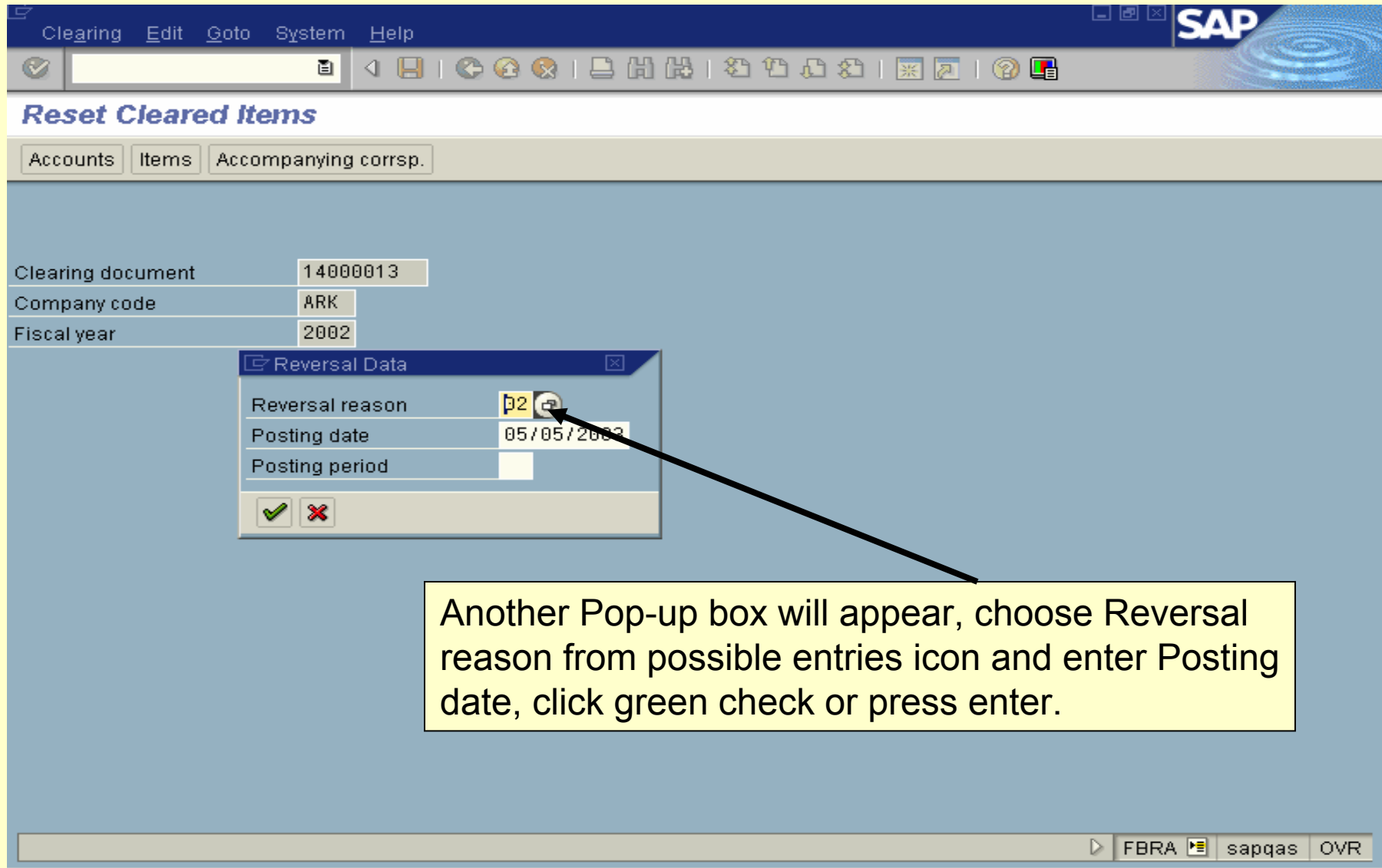
Accounts Items Accompanying corrsp.

Clearing document	4000013
Company code	ARK
Fiscal year	2002

Enter and save.

FBRA sapqas OVR





Reset Cleared Items

Accounts Items Accompanying corrsp.

Clearing document 14000013
 Company code ARK
 Fiscal year 2002

Reversal Data

Reversal reason 02
 Posting date 05/05/2002
 Posting period

✓ ✗

Another Pop-up box will appear, choose Reversal reason from possible entries icon and enter Posting date, click green check or press enter.

FBRA sapqas OVR

Clearing Edit Goto System Help

Reset Cleared Items

Accounts Items Accompanying corrsp.

Clearing document 14000013

Company code ARK

Fiscal year 2002

Message will appear that clearing was reset, click green check or press enter.

Information

Clearing 14000013 reset

✓ ?

FBRA sapgas OVR

Clearing Edit Goto System Help

Reset Cleared Items

Accounts Items Accompanying corrsp.

Clearing document 14000013

Company code ARK

Fiscal year 2002

Message that document posted will appear.

Information

Document 14000112 was posted in company code ARK

FBRA sapqas OVR

List Edit Goto Environment Settings System Help

SAP

Customer Line Item Display

Customer 6000000001
 Company code ARK
 Name Larry Leisurely
 City EUREKA SPRINGS

Return to FBL5N to review posting.

St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000019	DR	05/05/2002		<input checked="" type="checkbox"/>	29.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1800002	DZ	03/31/2002		<input checked="" type="checkbox"/>	29.00-	USD		4031090000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000339	DR	04/29/2002		<input checked="" type="checkbox"/>	5,000.00	USD		Testing data
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000371	DR	06/01/2002		<input checked="" type="checkbox"/>	89.50	USD		Agency Accounts Re
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000744	DR	07/03/2002		<input checked="" type="checkbox"/>	8.73	USD		
*	<input checked="" type="checkbox"/>						5,185.23	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01000293	AB	04/23/2003			29.00	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01000293	AB	04/23/2003			29.00-	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01000293	AB	04/23/2003			29.00-	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01000293	AB	04/23/2003			29.00	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14000013	DZ	06/30/2002			5,000.00-	USD	14000112	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14000013	DZ	06/30/2002			5,000.00	USD	14000112	

FBL5N sapqas INS



CUSTOMER LINE ITEM DISPLAY – FBL5N

This transaction lists customer line items. You can also display the items for more than one customer account in a list. For a detailed selection of customer accounts you may choose from the line item selection which includes open items, cleared items and all items.

Program Edit Goto System Help

Customer Line Item Display

Customer selection

Customer account 998061005 to

Company code ARK to

Selection using search help

Search help ID

Search string

Complex search help

Line item selection

Status

☐ Open items

Open at key date 04/03/2003

☐ Cleared items

Clearing date to

Open at key date

☒ All items

Posting date to

FBL5N sapqas OVR

Click for dynamic selections.

Type in Customer account number to view.

Select the Line item selection radio button for what records you wish to view. **Note:** the Open at key date will default to the current date for Open items.

Selections Edit Goto System Help

Customer Line Item Display

Ranges Hide field selection

Customer master

- Industry
- Created on
- Created by
- Group key
- Account group
- Country
- Central delivery block
- Central deletion flag
- City
- P.O. Box
- P.O. Box postal code
- Postal code
- Region
- County code
- City code
- Search term
- Central posting block
- Tax code 1
- Tax code 2

Adopt selected items Delete

Group key

Country

City

Postal code

Trading partner

Company code

Accounting clerk

Reconciliation acct

Documents

Special G/L ind.

Assignment

Document number

Posting date

Document date

Currency

Document type

Posting key

Business area 0610

Amt.in loc.cur.

Amount

Amount

Enter in your Business area and save.

FBL5N sapqas INS

Program Edit Goto System Help

Customer Line Item Display

1 active

Customer Selection

Customer account 998061005 to

Company code ARK to

Selection using search help

Search help ID

Search string

Complex search help

Line item selection

Status

☐ Open items

Open at key date 04/03/2003

☐ Cleared items

Clearing date to

Open at key date

☒ All items

Posting date to

Execute.

FBL5N sapqas INS



SAP

List Edit Goto Environment Settings System Help

Customer Line Item Display

Status: open Parked Cleared
 Due date: Overdue Due Not due

Customer 998061005
 Company code ARK

Name Dept. of Computer Systems
 City LITTLE ROCK

St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
	18000437	18000437	DR	06/30/2002			125.00	USD		Gift certificates
	18000438	18000438	DR	06/01/2002			23.00	USD		Agency Accounts Re
	18000442	18000442	DR	06/01/2002			23.00	USD		
	18000490	18000490	DR	06/01/2002			28.00	USD		
	18000605	18000605	DR	06/01/2002			39.13	USD		
	18000793	18000793	DR	07/03/2002			60.00	USD		Agency Accounts Re
	18000798	18000798	DR	07/03/2002			60.00	USD		
	18000817	18000817	DR	07/08/2002			130.00	USD		INTER-AGENCY TRAIN
	18000908	18000908	DR	07/05/2002			65.00	USD		
	18000967	18000967	DR	07/17/2002			88.29	USD		
	18001087	18001087	DR	08/26/2002			610.00	USD		
	18001131	18001131	DR	04/01/2003			150.00	USD		Rent

FBL5N sapqas OVR



SAP

List Edit Goto Environment Settings System Help

Customer Line Item Display

Status: ☒ open ☒ Parked ☒ Cleared
 Due date: ☒ Overdue ☒ Due ☒ Not due

Customer 998061005
 Company code ARK

Name Dept. of Computer Systems
 City LITTLE ROCK

St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18001135	18001135	DR	04/02/2003			25.00	USD		Rent
<input type="checkbox"/>	<input checked="" type="checkbox"/> Manual clearing	18000579	DR	06/02/2002			99.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> USER ENTER ASGMNT	18000476	DR	06/01/2002			17.50	USD		
*	<input checked="" type="checkbox"/>						1,542.92	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 14000014	14000014	DZ	07/03/2002			121.59	USD	14000014	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000791	18000791	DR	07/03/2002			60.00	USD	14000014	DHS Magazine subsc
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000792	18000792	DR	07/01/2002			61.59	USD	14000014	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000476	14000039	DZ	09/25/2002			17.50	USD	14000066	4048025000
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000476	14000066	DZ	09/25/2002			17.50	USD	14000066	4048025000
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000687	18000687	DR	06/01/2002			5,000.00	USD	18000688	Agency Accounts Re

FBL5N sapqas OVR

Customer Line Item Display

Status: open Parked Cleared
 Due date: Overdue Due Not due

Customer: 998061005
 Company code: ARK
 Name: Dept. of Computer Systems
 City: LITTLE ROCK

To display a specific document, double click on the row or highlight and click the glasses icon.

St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
		18000793	DR	07/03/2002			60.00	USD		Agency Accounts Re
		18000798	DR	07/03/2002			60.00	USD		
		18000817	DR	07/08/2002			130.00	USD		INTER-AGENCY TRAIN
		18000908	DR	07/05/2002			65.00	USD		
		18000967	DR	07/17/2002			88.29	USD		
		18001087	DR	08/26/2002			610.00	USD		
		18001131	DR	04/01/2003			150.00	USD		Rent
		18001135	DR	04/02/2003			25.00	USD		Rent
		Manual clearing	DR	06/02/2002			99.00	USD		
		USER ENTER ASGNMNT	DR	06/01/2002			17.50	USD		
							1,542.92	USD		

FBL5N sapqas OVR

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

More data

Customer: 998061005 Dept. of Computer Systems G/L acc: 1140001000
 CoCode: ARK 6th Street
 State of Arkansas LITTLE ROCK Doc. no.: 18000476

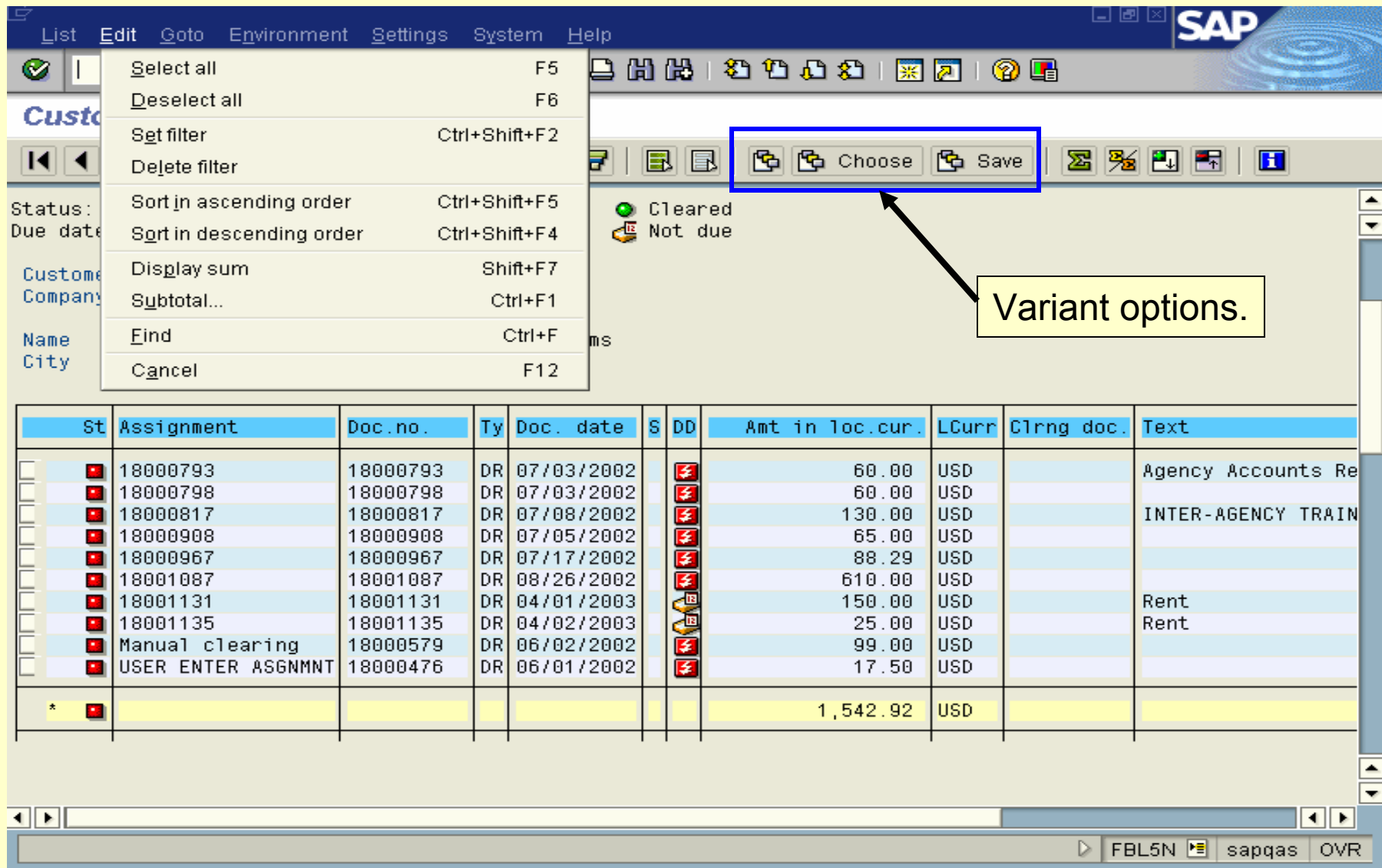
Line Item 1 / Invoice / 01
 Amount: 17.50 USD
 Tax code: S0

Additional details

Bus. area: 0900
 Disc. base: 17.50 Disc. amount: 0.00 USD
 Payt terms: NT30 Days/percent: 30 0.000 % 0 0.000 % 0
 Bline date: 06/01/2002 Invoice ref.: / / 0
 Pmnt block: ☐
 Payment ref.:
 Dunn. block: ☐ Dunning key: ☐
 Last dunned: 0 Dunning area:
 Assignment: USER ENTER ASGN...

FBL5N sapqas OVR

View document then green arrow back to original screen.



The screenshot shows the SAP ARIP interface. A menu is open, displaying various options and their keyboard shortcuts. The 'Choose' button in the toolbar is highlighted with a blue box, and an arrow points to it with the text 'Variant options.'.

Menu Options:

- Select all (F5)
- Deselect all (F6)
- Set filter (Ctrl+Shift+F2)
- Delete filter
- Sort in ascending order (Ctrl+Shift+F5)
- Sort in descending order (Ctrl+Shift+F4)
- Display sum (Shift+F7)
- Subtotal... (Ctrl+F1)
- Find (Ctrl+F)
- Cancel (F12)

Table Data:

St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
	18000793	18000793	DR	07/03/2002			60.00	USD		Agency Accounts Re
	18000798	18000798	DR	07/03/2002			60.00	USD		
	18000817	18000817	DR	07/08/2002			130.00	USD		INTER-AGENCY TRAIN
	18000908	18000908	DR	07/05/2002			65.00	USD		
	18000967	18000967	DR	07/17/2002			88.29	USD		
	18001087	18001087	DR	08/26/2002			610.00	USD		
	18001131	18001131	DR	04/01/2003			150.00	USD		Rent
	18001135	18001135	DR	04/02/2003			25.00	USD		Rent
	Manual clearing	18000579	DR	06/02/2002			99.00	USD		
	USER ENTER ASGNMNT	18000476	DR	06/01/2002			17.50	USD		
*							1,542.92	USD		

The status bar at the bottom shows 'FBL5N', 'sapqas', and 'OVR'.

SAP

List Edit Goto Environment Settings System Help

Customer Line

Status: Due date:

Customer Company code

Name City

Display document Shift+F2

Change document Ctrl+Shift+F8

Mass change

Document texts

Check information Ctrl+Shift+F7

Display balances

Account analysis

Clearing transactions

Account master data Ctrl+F10

Credit management

Correspondence

Add. components...

DD Amt in loc. cur. LCurr Clrng doc. Text

	18000793	18000793	DR	07/03/2002	60.00	USD		Agency Accounts Re
	18000798	18000798	DR	07/03/2002	60.00	USD		
	18000817	18000817	DR	07/08/2002	130.00	USD		INTER-AGENCY TRAIN
	18000908	18000908	DR	07/05/2002	65.00	USD		
	18000967	18000967	DR	07/17/2002	88.29	USD		
	18001087	18001087	DR	08/26/2002	610.00	USD		
	18001131	18001131	DR	04/01/2003	150.00	USD		Rent
	18001135	18001135	DR	04/02/2003	25.00	USD		Rent
	Manual clearing	18000579	DR	06/02/2002	99.00	USD		
	USER ENTER ASGNMNT	18000476	DR	06/01/2002	17.50	USD		
*					1,542.92	USD		

FBL5N sapqas OVR

SAP

List Edit Goto Environment Settings System Help

Customer Line Item Display

Status: ☒ open ☐ Parked ☒ Cleared
 Due date: ☒ Overdue ☐ Due ☐ Not due

Customer 998061005
 Company code ARK

Name Dept. of Computer Systems
 City LITTLE ROCK

St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18001135	18001135	DR	04/02/2003			25.00	USD		Rent
<input type="checkbox"/>	<input checked="" type="checkbox"/> Manual clearing	18000579	DR	06/02/2002			99.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> USER ENTER ASGNMNT	18000476	DR	06/01/2002			17.50	USD		
*	<input checked="" type="checkbox"/>						1,542.92	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 14000014	14000014	DZ	07/03/2002			121.59	USD	14000014	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000791	18000791	DR	07/03/2002			60.00	USD	14000014	DHS Magazine subsc
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000792	18000792	DR	07/01/2002			61.59	USD	14000014	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000476	14000039	DZ	09/25/2002			17.50	USD	14000066	4048025000
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000476	14000066	DZ	09/25/2002			17.50	USD	14000066	4048025000
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000687	18000687	DR	06/01/2002			5,000.00	USD	18000688	Agency Accounts Re

FBL5N sapqas OVR

After viewing, click to exit list.



CUSTOMER INVOICE AND CREDIT MEMO PRINT PROGRAM - ZINVC

This transaction is used to print customer invoices and credit memos. It allows the user to preview each customer invoice and credit memo page by page as it will print. It allows the printing of a single invoice or credit memo, select invoices and credit memos, invoices and credit memos from a single customer, select customers, a range of customers or all customers.

Selection criteria for printing invoices may also be determined by dates. Multiple copies may be selected at the time of printing or the user may run the same print job again if necessary.



Program Edit Goto System Help

Customer Invoice and Credit memo Print Program

Company Code, User and Form Name will default.

Company Code	ARK		
Accounting Clerk		to	
User	DCBOLANOS		
Business Area			
Document Date		to	
Document Number		to	
Customer Number		to	
Printer			
Form Name	ZZ_FARINVCREDIT		
<input type="checkbox"/> Print Preview			

Invoice From	
Remmit To	

ZINVC sapqas OVR



Program Edit Goto System Help

Customer Invoice and Credit memo Print Program

Company Code ARK

Accounting Clerk to

User DCBOLANOS

Business Area 0610

Document Date to

Document Number to

Customer Number to

Printer pm0hp

Form Name ZZ_FARINVCREDIT

☒ Print Preview

Invoice From DEPARTMENT OF FINANCE & ADMINISTRATION

Remmit To DFA

Enter your Business Area and the network printer where the invoices will print.

Enter in Invoice From and Remmit to field by selecting your agency from the possible entries icon.

ZINVC sapgas OVR

Program Edit Goto System Help

Customer Invoice and Credit memo Print Program

Execute.

Company Code ARK

Accounting Clerk to

User DCBOLANOS

Business Area 0610

Document Date to

Document Number to

Customer Number to

Printer pm0hp*

Form Name ZZ_FARINVCREDIT

☒ Print Preview

Invoice From

Remmit To

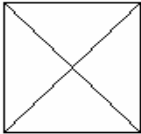
Check Print Preview if you wish to view invoices prior to printing. If not, leave unchecked and invoice(s) will print upon execution.

ZINVC sapqas OVR



Text Edit Goto System Help

Print Preview for PM0H Page 00006 of 00010



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Accounting
PO Box 1234
1234 Capitol Avenue
Little Rock, AR 72203
(501) 682-1000/Fax (501) 682-1001
www@dfa.com.ar

Dept. of Computer Systems
6th Street
LITTLE ROCK 72201
US

Agency Accounts Receivabl

DESCRIPTION	AMOUNT
This is an example of the information that will be printed on the invoices. Remember before you get to 5.....+ to press return so that all of the information will print on the invoice.	\$150.00

INVOICE
18001138

CUSTOMER: 998061005
DATE: 04/08/2003
DUE DATE : 05/08/2003
REFERENCE:

The first document will be displayed.

Scroll down to see the bottom of the invoice.

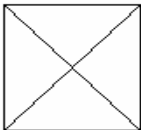
ZINVC sapqas OVR



Text Edit Goto System Help

Print Preview for PM0H Page 00006 of 00010

Next page Page down



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Accounting
PO Box 1234
1234 Capitol Avenue
Little Rock, AR 72203
(501) 682-1000/Fax (501) 682-1001
www@dfa.com.ar

Dept. of Computer Systems
6th Street
LITTLE ROCK 72201
US

Agency Accounts Receivable

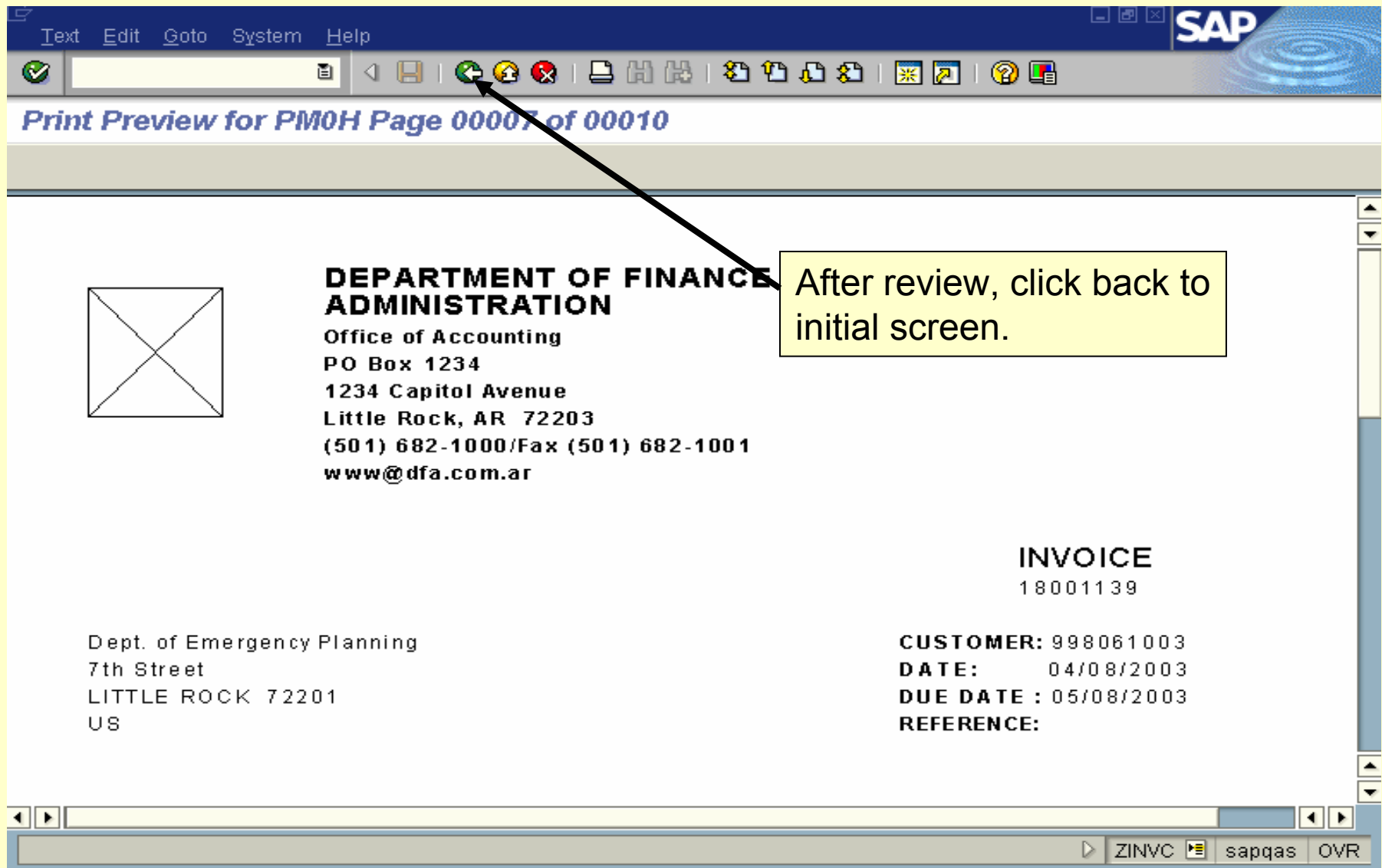
INVOICE
18001138

CUSTOMER: 998061005
DATE: 04/08/2003
DUE DATE : 05/08/2003
REFERENCE:

DESCRIPTION	AMOUNT
This is an example of the information that will be printed on the invoices. Remember before you get to 5.....+ to press return so that all of the information will print on the invoice.	\$150.00

ZINVC sapqas OVR

To view the next invoice (document) click the page icons on the technical toolbar or press page up/page down on your keyboard.



Program Edit Goto System Help

Customer Invoice and Credit memo Print Program

Company Code ARK

Accounting Clerk to

User DCBOLANOS

Business Area 0610

Document Date to

Document Number to

Customer Number

Printer

Form Name ZZ_FARINVREDIT

☐ Print Preview

Invoice From DEPARTMENT OF FINANCE & ADMINISTRATION

Remmit To DFA

ZINVC sapqas OVR

Uncheck Print Preview, then execute to print invoices.



PERIODIC ACCOUNT STATEMENTS – ZF27

This transaction allows you to run monthly account statements for customers by business area.

Prior to processing the monthly account statements, review customer accounts using transaction FBL5N to determine whether manual clearing is required. Transaction F-32 clears open payments against corresponding invoices.

Account Statements are a list of remaining open items and a summary of customer transactions for the statement period.

Account Statements do not replace the detailed customer invoice.

Program Edit Goto System Help

SAP

Periodic Account Statements

General selections

Company code	ARK	to		→
Account type	D	to		→
Account		to		→
Business Area	0350			
Indicator in master record	2			
Key dates for acct statement	040103			
Accounting clerks		to		→

Request Was

Invoice From	
Remit To	

Message to Customer(s)

Message

Posting parameters

Correspondence	Z0013
<input type="checkbox"/> Individual request	

Program control

Delete if finished since	8
--------------------------	---

Print control

Log to printer	ascV	Ⓜ
----------------	------	---

ZF27 sapqas OVR

After data is entered,
press enter.

Program Edit Goto System Help

SAP

Periodic Account Statements

General Selections

Company code	ARK	to		[Right Arrow]
Account type	D	to		[Right Arrow]
Account		to		[Right Arrow]
Business Area	0350			
Indicator in master record	2			
Key dates for acct statement	04/01/2003			
Accounting clerks		to		[Right Arrow]

Request Was

Invoice From	ARKANSAS STATE BUILDING SERVICES
Remit To	Arkansas State Building Services [Copy Icon]

Message to Customer(s)

Message

Posting parameters

Correspondence	Z0013
<input type="checkbox"/> Individual request	

Program control

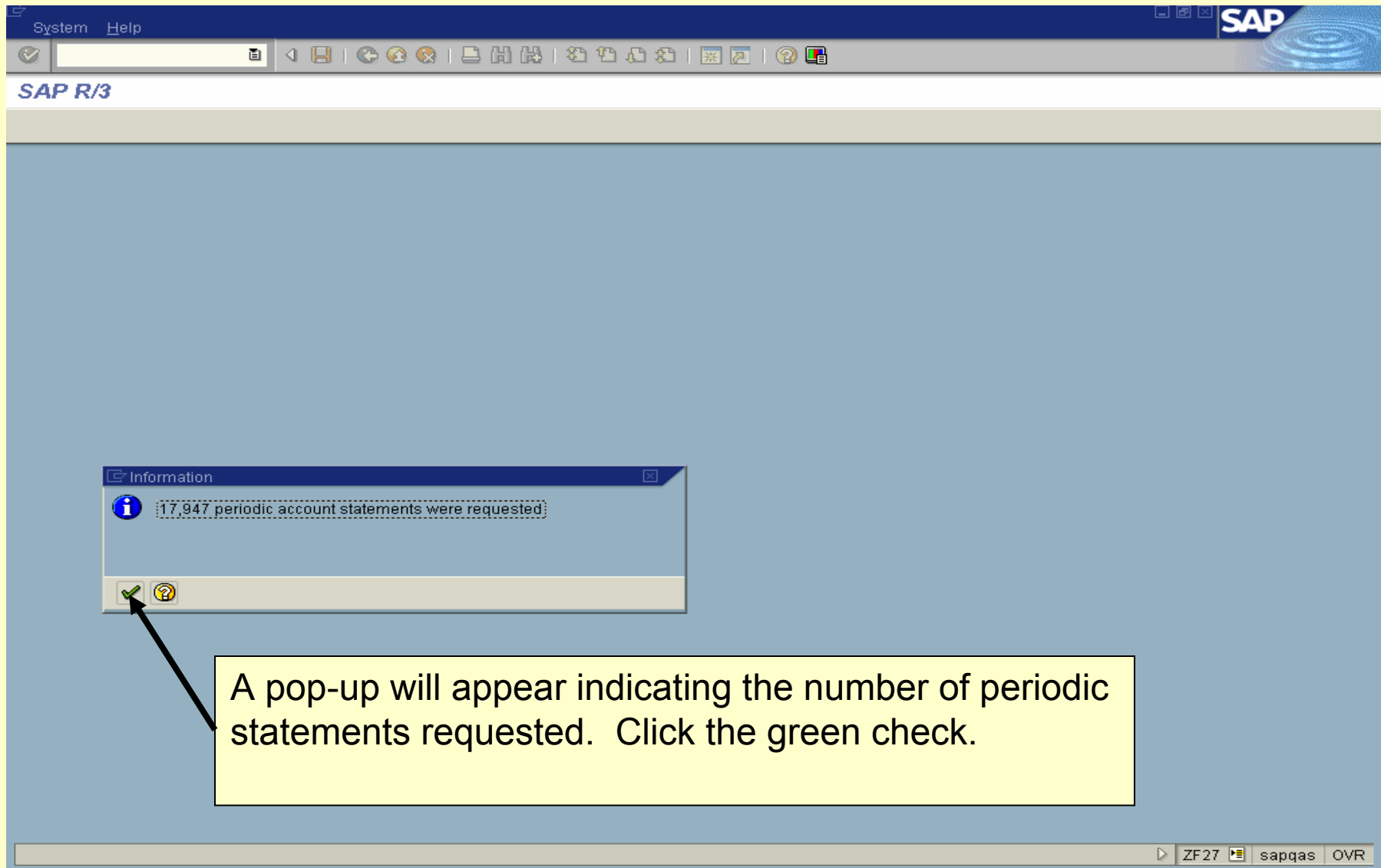
Delete if finished since	8
--------------------------	---

Print control

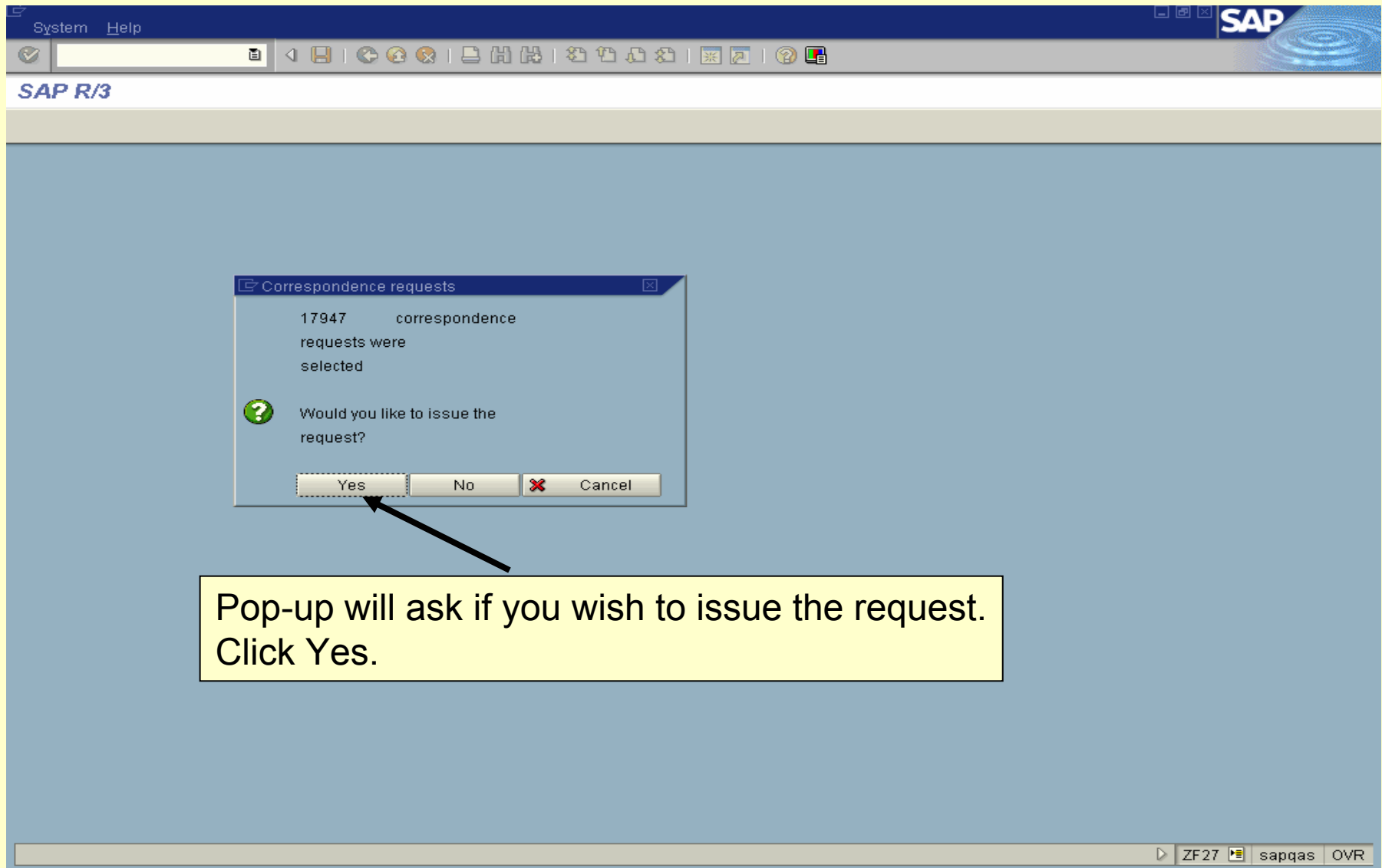
Log to printer	ascV
----------------	------

ZF27 sapqas OVR

Select the possible entries icon to complete the Invoice From and Remit To fields just as you do in printing the customer invoice. Execute.



A pop-up will appear indicating the number of periodic statements requested. Click the green check.





SAP

List Edit Goto System Help

Periodic Account Statements

Budget Prep copy of PRD
Little Rock

Periodic Account Statements
Log

Time 09:41:53
ZFKORK00/DCBOLANOS

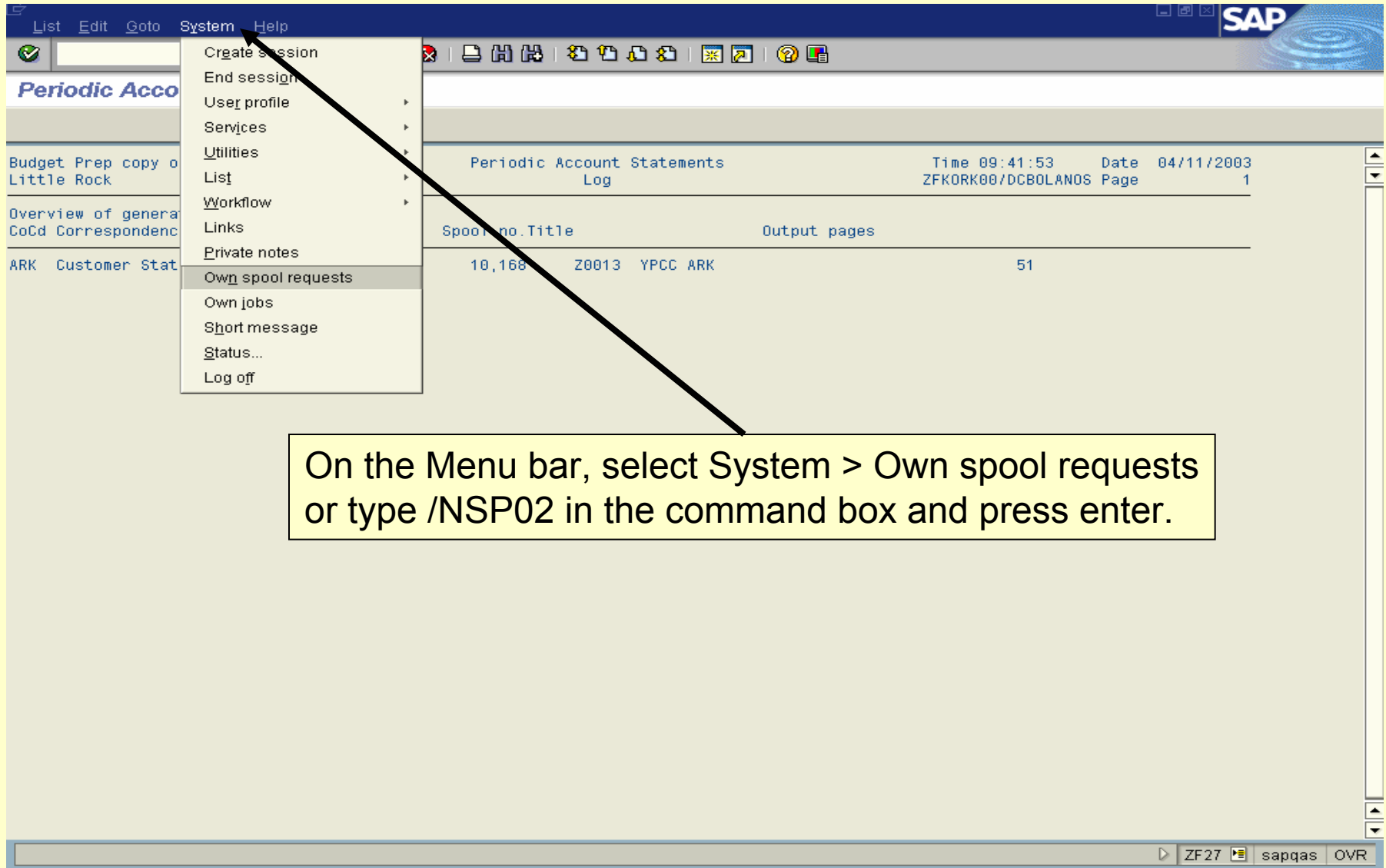
Date 04/11/2003
Page 1

Overview of generated output requests
CoCd Correspondence

	Spool no.	Title	Output pages
ARK Customer Statment-Business Area	10,168	Z0013 YPCC ARK	51

This log will appear to let you know that a spool request has been created, to provide the spool request number and the number of output pages to be printed. Note the number of pages to be printed.

ZF27 sapqas OVR



The screenshot shows the SAP System menu open. The menu options are: Create session, End session, User profile, Services, Utilities, List, Workflow, Links, Private notes, Own spool requests (highlighted), Own jobs, Short message, Status..., and Log off. A black arrow points from the text box below to the 'Own spool requests' option.

On the Menu bar, select System > Own spool requests or type /NSP02 in the command box and press enter.

Spool no.	Title	Output pages
10,168	Z0013 YPCC ARK	51

Periodic Account Statements Log
Time 09:41:53 Date 04/11/2003
ZFKORK00/DCBOLANOS Page 1

ZF27 sapqas OVR



SAP

List Edit Goto System Help

Periodic Account Statements

Budget Prep copy of PRD
Little Rock

Periodic Account Statements
Log

Time 09:41:53 Date 04/11/2003
ZFK0RK00/DCBOLANOS Page 1

Overview of generated output requests
CoCd Correspondence

	Spool no.	Title	Output pages
ARK Customer Statment-Business Area	10,168	Z0013 YPCC ARK	51

A new session labeled "Output Controller: List of Spool Requests" will appear on the task bar – click to open.

Start Inbo... SAP ... Acco... Acco... Micr... Peri... Peri... Cont... Out... ZF27 sapqas OVR 9:42 AM

Spool request Edit Goto Utilities Settings System Help

Output Controller: List of Spool Requests

Spool no.	Date	Time	Status	Pages	Title
<input checked="" type="checkbox"/> 10168	04/11/2003	09:40	-	51	Z0013 YPCC ARK
<input type="checkbox"/> 10167	04/11/2003	09:20	-	1	F140ER YPCC Z0013 ARK
<input type="checkbox"/> 10166	04/11/2003	09:15	-	677	Z0013 YPCC ARK
<input type="checkbox"/> 10165	04/11/2003	09:11	-	358	Z0013 YPCC ARK

4 Spool requests displayed

=====

4 Spool requests without output request

Click to view statements before printing


Check the box beside your spool request to be printed.

SP02 sapqas OVR

Text Edit Goto System Help

Print Preview for YPCC Page 00001 of 00010

Click to return to screen to print statements.


ARKANSAS STATE BUILDING SERVICES
 501 South Woodlane, Suite 600
 Little Rock, AR 72201

Account Statement

Billing Address	Information
22nd Judicial DISTRICT 102 South Main Benton AR 72015	Customer Number 600000010 Statement Date 04/11/2003 Our account with you Acct Statement Period 04/01/2003 04/01/2003

Document Number Text/Reference	Doc Type	Document Date	Arrears On 03/05/2003	Amount
Account Activity from 04/01/2003 to 04/01/2003 No postings in the account statement period.				
Open items on 04/01/2003				
0018036771/296880	01	07/01/2002	217	500.00
0018036772/296880	01	07/01/2002	217	500.00

Only page 1 to page 10 of 51 displayed

SP02 sapgas OVR



Spool request Edit Goto Utilities Settings System Help

Output Controller: List of Spool Requests

Print directly Ctrl+Shift+F8

Spool No.	Date	Time	Status	Pages	Title
<input checked="" type="checkbox"/> 10165	04/11/2003	09:40	-	51	Z0013 YPCC ARK
<input type="checkbox"/> 10167	04/11/2003	09:20	-	1	F140ER YPCC Z0013 ARK
<input type="checkbox"/> 10166	04/11/2003	09:15	-	677	Z0013 YPCC ARK
<input type="checkbox"/> 10165	04/11/2003	09:11	-	358	Z0013 YPCC ARK

4 Spool requests displayed

=====

4 Spool requests without output request

Click to print.

SP02 sapqas OVR



Spool request Edit Goto Utilities Settings System Help

Output Controller: List of Spool Requests

Spool no.	Date	Time	Status	Pages	Title
<input checked="" type="checkbox"/> 10168	04/11/2003	09:40	Waiting	51	Z0013 YPCC ARK
<input type="checkbox"/> 10167	04/11/2003	09:20	-	1	F140ER YPCC Z0013 ARK
<input type="checkbox"/> 10166	04/11/2003	09:15	-	677	Z0013 YPCC ARK
<input type="checkbox"/> 10165	04/11/2003	09:11	-	358	Z0013 YPCC ARK

4 Spool requests displayed

=====

3 Spool requests without output request

1 Spool req. being proc.

Output requests created

SP02 sapqas OVR

Start In... SA... Ac... Ac... Mi... Pe... Pe... Co... Ou... LPD SA...

9:47 AM

A new session labeled "SAPLPD" will appear on the task bar. Click to open if you wish to view the print log.

Output Controller: List of Spool Requests SAP

Output Controller: List of Spool Requests

SAPLPD - SAPLPD

File Protocol Options Debug Language Help

Spool no.	Description
1016	[9:47:05 AM] Icon DLL loaded.
1016	[9:47:05 AM] Network Communication via SAP-NiLib
1016	[9:47:05 AM] Hostname: CS17492UD
1016	[9:47:05 AM] IP Address: 170.94.250.122
1016	[9:47:05 AM] TRACE: Snclnit(): Reading configuration from 'SAPLPD.INI'.
1016	[9:47:05 AM] TRACE: Snclnit(): Reading configuration from 'WIN.INI'.
4	[9:47:05 AM] SAPLPD Version 6.10B for Windows/NT (OPT) is listening
3	[9:47:05 AM] OS-Info: version = 5.0, build = 0/2195, text = Service Pack 2
1	[9:47:05 AM] Copyright © 1992-2001 SAP AG
	[9:47:15 AM] Receive job for printer __DEFAULT (Berkeley LPD protocol / RFC1179)
	[9:47:16 AM] Job 000MY0e1.QAS for user DCBOLANOS queued.
	[9:47:17 AM] Start printing job 000MY0e1.QAS on printer \\LS2-HP8150_10SW
	[9:47:27 AM] Print-job 000MY0e1.QAS, 51 pages finished.
	[9:47:27 AM] Elapsed time 10.875 sec (0.843 sec. used by windows)

When the print job is completed, this session may be closed.

Output requests created

SP02 sapqas OVR

Start In... SA... Ac... Ac... Mi... Pe... Pe... Co... O... SA...

9:48 AM